

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

### Procurement Official

<b>BAND</b>	<b>GRADE</b>	
<b>E</b>	<b>919</b>	
<b>DEPARTMENT:</b>	<b>ACCOUNTABLE TO:</b>	<b>FLSA STATUS:</b>
Finance	Division Manager	Exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for coordinating the purchasing functions for all departments and to provide assistance with bids, cooperative purchasing arrangements, locating competitive sources and prices for products and services in procuring a wide variety of materials, supplies, professional services and capital equipment.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Procurement Official is a stand-alone classification and is distinguished from all other classifications by the primary responsibility of coordinating purchasing for all departments/divisions.		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	<b>FRE-QUENCY</b>	
1.	Prepare and issue formal solicitations including Invitations for Bid, Requests for Proposal, and Requests for Qualifications and Experience	Weekly	
2.	Assist with bid/proposal openings; reviews offers received	Weekly	
3.	Evaluate responses to solicitations based on vendor qualifications, price and conformance requirements	Weekly	
4.	Prepare draft and assists with staff recommendation reports for City Council action	As Needed	
5.	Develop and manage annual contracts for a wide variety of supplies, services, consultants and capital equipment, including analysis, evaluation and approval of vendor change orders, contract amendments; monitors and evaluates vendor performance, contract renewals and addressing vendor deficiencies	Daily	

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6.	Research and advise user departments on market trends, new product and service developments and alternative source selections	Daily	
7.	Meet with vendors and provide guidance on how to do business with the City	Weekly	
8.	Review requisitions for conformance with applicable law	Daily	
9.	Serves as a commodity and service specialist and information resource to user departments, other government entities and the public	Daily	
10.	Interpret public procurement law and City policy	Daily	
11.	Expedite the delivery of merchandise and verify adherence of goods to agreed upon specifications, cost, and receipt into an automated system	Weekly	
12.	Process disposal forms and coordinate the collection, sale and disposal of surplus property	As Needed	
13.	Program administrator for procurement card program; issue corporate charge cards to approved employees, obtains information and issues reports on card usage	As Needed	
14.	Performs other duties of a similar nature or level.	As Required	

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**Knowledge** (position requirements at entry):

Knowledge of:

- Large scale purchasing methods and procedures, including buying, inspection, and shipping methods
- Types of materials, supplies and equipment commonly used in municipal services
- Policies and procedures concerning purchasing policies and corporate purchasing card programs
- Operation of a personal computer and job-related program applications
- Lake Havasu City, state, and federal procurement laws and policies
- Sources of supply and of markets and price trends
- Lake Havasu City requirements for insurance, indemnification, and liability policies and procedures
- English grammar, spelling, and punctuation

**Skills** (position requirements at entry):

Skill in:

- Applying proper descriptive terminology or specifications to requisitions for commodities and services
- Obtaining bids and purchasing a variety of materials for the best product for the best value
- Making accurate arithmetic computations and drawing logical conclusions
- Working independently with minimal supervision on a continual basis
- Making purchasing decisions and recommendations based on public procurement law, rules and regulations
- Maintaining a professional demeanor during stressful situations
- Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Establishing and maintaining effective working relationships with other City employees, vendors and the public
- Communicating effectively, verbally and in writing, and leading formal and informal meetings
- Resolving contractual disputes between vendors and end users

**Training and Experience** (position requirements at entry):

Associate's Degree in Purchasing, Business or related field and three years experience in area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

Position requires:

Valid Arizona Driver's License

Certified Public Purchasing Buyer, preferred

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**Physical Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Classification History:**

Draft prepared by Human Resources (jls)

Date: 07/24/06

Rev.: 07/07 (jls)

*Rev. 07/07*

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